



**UJJAIN ZONAL OFFICE**

**DETAIL TERMS AND CONDITIONS FOR ENGAGEMENT OF  
FACULTY MEMBER ON CONTRACTUAL BASIS FOR RSETI AGAR  
MALWA & SHAJAPUR**

- For engagement of FACULTY on contractual basis the following terms and conditions to be read and followed by the applicant.

**Eligibility for Faculty Member**

- Shall be a Graduate (any i.e., Science /Commerce/ Arts)/ Post-Graduate; however, preference may be given to MSW/MA in Rural Development/MA in Sociology/ Psychology/ B.Sc. (Veterinary), B.Sc. (Horticulture), B.Sc. (Agri.), B.Sc.(Agri. Marketing) / B.A. with B.Ed. etc.
- Shall have a flair for teaching and possess sound Computer Knowledge.
- Excellent communication skills in the local language is essential, fluency in English will be an added advantage
- Shall be proficient in MS Office (Word, excel & power Point) and Internet.
- Candidate should preferably be resident of local area in which the RSETI is located
- Skills in Typing in Local Language is essential.
- Typing skills in Hindi & English is essential. Previous experience as Faculty at Rseti would be preferred.

**How to apply**

Application to be downloaded from our website and should be submitted in Bank's prescribed format with necessary documents to the address mentioned in the advertisement.

**No of Posts**

TWO Faculty members for RSETI AGAR MALWA & ONE Faculty Member for SHAJAPUR on contractual basis for **Three years period**. Further renewal of the contract on the basis of satisfactory performance/ professional conduct/ behavior can be done for further period of Three years. The contract may be terminated by either side by giving one months `notice.

**Age Criteria**

Desirable entry age for the faculty is Min 22 years and Max 40 years (as on 01.12.2024) subject to physical fitness.

**Experience Desirable**

2 years in-house Faculty or visiting faculty with any of the Rseti/ Educational institute/ Skill development center etc. would be preferred.

**Selection Procedure**

All candidates applying for the above post will have to clear: -

- **Written Test:** - to assess General Knowledge, aptitude, Reasoning & Computer capability.
- **Personal Interview:** -to assess communication ability, leadership quality, attitude, problem solving ability and ability to get along with the trainee's, development approach.
- **Demonstration/ Presentation:** - to assess teaching skills and communication capacity.

**NOTE: Only those candidates who qualify in written exam will be called for interview/presentation.**



**Remuneration**

The remuneration will be Rs. 30,000/- per month.  
 Fixed Coneyance Allowance will be Rs 2,500/- PM on declaration basis  
 Mobile allowance Rs 3,00/-PM

**Last date for submission of application is 14.01.2025**

The duly completed application form should reach us at the address:-

**The Zonal Manager, Bank of India, Financial Inclusion Department, Ujjain Zonal Office, C-2, Dewas Road, Shipra Vihar, Nagziri, Ujjain M.P 456664. (M.P.)** in a closed cover by 4 P.M. on or before 14.01.2025.

**Application for the Post of RSETI Faculty** should be mentioned on the top of the envelope.

Partially filled or unfilled applications will be rejected. Bank will not be held responsible for any postal delay. Candidates should mention their email id's without fail in application form as all communication will be made through e-mail. Please Note that Bank of India reserves the right to cancel/postpone the advertisement/selection process without any prior Notice. If any candidate is selected he/she should not be attached to any other Govt/Private/any other organization on permanent/temporary/contractual basis as on the date of issue of engagement order.

**Job Profile of RSETI Faculty**

- Assisting the Director in conducting Training programmes.
- Conducting pre-Training activities including awareness programmes, generation of application sand selection of candidates.
- Assisting the Director in preparation of Annual Action Plan, designing the customized Training programmers and evaluation of the Training.
- Organizing the logistics for the Training programmes, including Training material and guest faculty.
- Handling sessions relating to motivation, entrepreneurship, market survey, business opportunity guidance, business plan preparation, launching formalities and enterprise management aspects (costing, pricing, inventory management, marketing, customer relations etc.)
- Providing post Training escort services including follow up visits/meets.
- Preparation of business plan / project report to RSETI trained entrepreneurs.
- Providing counseling, credit linkage, marketing linkage, etc., to the trained entrepreneurs.
- Preparation of success stories /case studies of entrepreneurs.
- Preparation of notes for Training sessions, post programme report, Monthly progress report &Annual Activity report.
- Organizing the functions, events and meetings of the institute.
- Preparation of press release/reports on the activities of the institute for media coverage.
- Supervising the work of the Office Assistant, sub-staff, watchman of the institute.
- Monitoring the performance of the guest faculty (skill Training).
- Maintenance of the fixed assets & library of the institute.
- Overseeing the maintenance of campus including, class rooms, kitchen, dining hall and Dormitories.
- Up keep of premises/campus of the institute and all fixed assets including furniture and fixtures band library books of the institute.
- Maintaining discipline in the institute including the practices of daily attendance, prayer, Yoga and Shramadan.
- Any other work / responsibilities, entrusted by the Director.



Zonal Manager  
Ujjain Zone